



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **Day Camp Counselor**

FLSA Status: Non-Exempt

Reports to: Day Camp Coordinator

POSITION SUMMARY:

Provides direct supervision of a group of children in a seasonal day camp. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Plans and implements program activities that are culturally relevant, developmentally appropriate, and consistent with YMCA values.
3. Adheres to program standards including safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.
7. Keep track of the kids in your group at all times.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Alexandria Area YMCA

110 Karl Drive, Alexandria, MN 56308
P 320 834 9622 F 320 834 9623

QUALIFICATIONS:

1. Previous experience working with children preferably in a day camp setting.
2. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc...
3. At least 15 years of age (The age minimum may be higher depending on state law and YMCA policies).
4. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
5. Previous experience with diverse populations preferred.

PHYSICAL DEMANDS:

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift equipment weighing up to 20 pounds.
4. Ability to stand or sit while maintaining alertness for several hours at a time.
5. Position may require bending, leaning, kneeling, and walking.
6. Ability to speak concisely and effectively communicate.
7. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed.

Employee Signature: _____ Date: ____ / ____ / ____

Supervisor Signature: _____ Date: ____ / ____ / ____